

~~CONFIDENTIAL~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

FROM : Deputy Chief, Administrative Services

SUBJECT: T/O Changes

DATE: 30 March 1951

ILLEGIB

1. As a result of the Budget hearing on 27 March 1951, establishing the Administrative Services T/O figure at [] below is a revised list of the positions requested in addition to the present authorized figure of [].

25X1

Office of the Chief:

25X1

Clerk GS-4

(See memorandum from this office dated 23 February 1951)

Transportation Division:Travel Branch:

Transportation Assistant GS-7
 Clerk (Typing) GS-4

Shipping Branch:

Transportation Officer GS-11
 Transportation Clerk GS-5

Reproduction Division:Office of the Chief:

Control Clerk GS-3
 Maintenance Man UG-25/18

Photographic Branch
Photocopying Section:

Photostat Operators GS-3
 Bindery Helper UG-5

Process and Color Section

Offset Photographer UG-16
 Film Stripper *Assembly - Stripping* UG-15

JOB NO. #217 FILE NO. 162 NO CHANGE
 IN CLASS X DECLASSIFIED BY 78 S C MDT. JUST 22
 DATE 4/1/51 CREATION DATE 4/1/51 TYPE DOC. 02
 NO. PGS 3 ORG COM 35 OF 320 ORG CLASS
 REV CCORD. AUTH. H.B. 70-3
 APR 22 1951
 REV CLASS

25X1

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Approved For Release 2005/06/19 : CIA-RDP78-03568A000200010027-9
Reproduction Division (Continued):
Photographic Branch (Continued):

Special Photography Section:

25X1 Photographers GS-3

Microfilm Section:

25X1 Microphotographer GS-3
 Processor Operator
 Microphotographer
 (Microelectronics Op.)
 Stet.

GS-4

Publishing Branch:

Composing Section:

25X1 Proofreading
 Editorial Clerk GS-3

Offset and Platemaking Section:

25X1 Offset Pressmen Operator UG-16 -

Special Duplicating Section:

25X1 Bindery Helper UG-5

Bindery, Mimeograph and Distribution Section:

25X1 Paper Cutter Bindery Worker UG-14
 Plate Grainer UG-11

Photo-Engraving Branch:

25X1 Head Photo-Engraver UG-30 6PO Schedule
 Photo Engravers UG-29 6PO "

Building Maintenance and Utilities Division:

Office of the Chief:

25X1 Building Maintenance Assistant GS-7

Telephone Branch:

25X1 Telephone Operator GS-3

~~CONFIDENTIAL~~

Approved For Release 2005/06/19 : CIA-RDP78-03568A000200010027-9

General Services Division: **CONFIDENTIAL**

Machine Records Branch:

It is requested that [redacted] positions be added and that this Branch be reorganized to consist of two Sections, indicated as follows:

25X1

<u>Title</u>	<u>Grade</u>	Present Authorized T/O	Additional Positions Required	Total T/O
<u>OFFICE OF THE CHIEF</u>				
Chief		GS-12		
Tabulation Project Planner		GS-11		
Tabulation Project Planner		GS-9		
<u>CONTROL AND CODING SECTION</u>				
Stat. Coding Supervisor		GS-7		
Stat. Coding Clerk		GS-5		
Stat. Coding Clerk		GS-4		
Clerk		GS-3		
Clerk-typist		GS-3		
<u>MACHINE OPERATIONS SECTION</u>				
Tab. Mach. Sup →	Section Supervisor	GS-7	GS-7	
	Card Punch Supervisor	GS-5		
	Card Punch Operator	GS-4		
	Card Punch Operator	GS-3		
	Tabulating Machine Operation Supervisor	GS-5		
	Tabulating Machine Operator	GS-4		
	Tabulating Machine Operator	GS-3		

2. The above will result in a total of [redacted] additional positions, bringing the T/O total up to [redacted]. Request that these additions be issued at as early a date as possible in order that we may recruit and fill the positions concerned.

25X1

25X1

25X1

*Longfellow
10 April 51*

CONFIDENTIAL